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14 June 1954

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[REDACTED] forwarded to the DCI was identical with the draft dated 4 June 1954 seen and approved by the CIA Career Service Board on 10 June 1954 with the exception of paragraphs 7a(4)(a)(b) and (c). The text of this change which follows, made at the direction of the Board on 10 June 1954, was approved by the AD/P and the Chairman of the Board as most clearly expressing the desires of the Board and of the DDCI.

(4) Determinations of the suitability of Staff Employees and Staff Agents will be processed as follows:

- (a) The Head of the Career Service concerned will review the application and obtain the comments of the appropriate Career Board if such comments are desired. He will forward the application together with his recommendation to the Executive Director of the CIA Selection Board. Upon receipt of the application, the Executive Director will insure that eligibility requirements have been met, will assemble all available documentation pertinent to the case and will convene an Examining Panel to consider the application.
- (b) In the case of a person who is on duty as of 1 July 1954, an abbreviated review will be conducted by the Examining Panel on which it will base its recommendation to the CIA Selection Board. After considering the recommendation of the Head of the appropriate Career Service and of the Examining Panel, the CIA Selection Board will determine whether the full procedure outlined in (c) below will be followed or whether it will make its decision based on the data then available.
- (c) In the case of a person who enters on duty after 1 July 1954, the Examining Panel will consider all pertinent information concerning the employee, including information furnished by the Office of Personnel, Security Office, Office of Training, Medical Staff and the organizational component and Career Service having jurisdiction over the individual. If necessary, the Panel may request further information from the offices concerned. The Examining Panel will interview the individual and, if desired, his supervisor or other Agency employees. Responsibility for interviewing applicants GS-6 and below may be delegated by the CIA Selection Board to the Head of the appropriate Career Service.

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